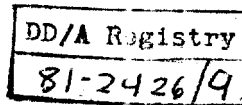


9 DEC 1981



MEMORANDUM FOR: Executive Officer to the DDA

FROM:

[REDACTED]

Director of Information Services

SUBJECT: Travel Reduction Suggestions

REFERENCE: Your multiple addressee memorandum dated  
25 November 1981, Subject: Travel Reduction  
Plan (DDA 81-2426/1)

The Office of Information Services canvassed all assigned employees and has received a number of suggestions regarding travel reduction options which we believe should be considered in any Agency reduction plan. The attached is a compilation of suggestions which you may use or discard as deemed appropriate.



Attachment:  
As stated

STAT

## TRAVEL REDUCTION SUGGESTIONS

### Office of Information Services

1. Probably the only truly effective way of cutting travel costs is to continue imposing an across-the-board reduction on components and requiring that they operate within the amount provided. To ensure that a component can operate with a substantial cut, yet accomplish its mission effectively, will require that management closely monitor the expenditure of travel funds. All travel policies should be reviewed, particularly those which have been the basis for routine approval of travel already performed. Every trip which calls for the expenditure of travel funds should be approved in advance and a determination of the value versus the cost should be made. Those activities which require participation by large groups of employees, such as office conferences and regional conferences, should be reviewed to determine that there will be a tangible benefit.
2. Eliminate the provision for dependent's travel being paid for by the Agency to candidates for employment.
3. Reduce or eliminate travel by overseas personnel who return to Headquarters specifically to discuss next assignment. This could be accomplished by cable, secure telephone, or correspondence through the official pouch. Curtail overseas and regional conferences.
4. Limit the number of people who attend professional meetings and seminars. Require attendance at the closest location, if a series of meetings or seminars is being held, even if it means going at a less convenient time. Require written reporting on meetings and seminars attended for the benefit of those unable to attend.
5. Make greater use of training facilities located locally, rather than having to travel.
6. Require employees to combine two or more trips into one. An employee who finds a trip is required should take care of other requirements at his destination, or in the same general area, instead of each task requiring a separate traveler.
7. Lengthen overseas tours.
8. Make greater use of military flights, especially on overseas travel. Encourage train and bus travel and prohibit air travel for less than 100 miles, or farther if train or bus are readily available.

9. For group external training, arrange for the training to be done in Agency facilities, bringing in the instructor, rather than having the group travel.

10. Make greater use of the telephone and conference calls in particular.

11. Eliminate out-of-town conferences, holding them in Agency local facilities. Where required to be held out of town, require the use of group bus transportation rather than POV.

12. Provide identification which will permit the traveler to obtain discounts for the rental of automobiles and hotel accommodations, where they are given. Where air travel is justified, require travel by the least expensive airline and route, even if it means inconvenience for the traveler. Require use of Government Travel Requests where it is less expensive.

13. Reduce the number of people who travel for orientation and inspection to the minimum.

14. Reduce the number of escorts and assistants who travel with groups or senior officials.

15. Give employees the option of taking compensatory leave time in lieu of reimbursement for travel performed.